



USAID
FROM THE AMERICAN PEOPLE

JOB VACANCY ANNOUNCEMENT

SECRETARY

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a lead Secretary in the Office of Health (OH), USAID/Philippines, who reports directly to the Office of Health (OH) Director. The incumbent provides a wide range of secretarial and administrative support both for office and program management. S/He assists the OH Director in the management of the day-to-day activities within the office and provides work guidance to the office support staff.

Administration and Office Management - Provides orientation and training for newly-hired or assigned locally employed support staff, and contractual temporary administrative staff as needed. Develops new and modifies existing administrative procedures and systems in accordance with Mission Orders, as required in order to improve office efficiency and effectiveness. Implements office and team management and work systems which includes logistics for conferences/meetings inside and outside the office. Assists U.S. Direct Hire staff in their schedules. Processes various requests for electronic country clearances of U.S. Direct Hire staff, visitors, contractors, etc. and submits report every week for U.S. Embassy use. Maintains time and attendance records for all staff in OH, as well as the health office in Papua New Guinea and submits required documents as scheduled in order to ensure prompt payment of salaries. Monitors all administrative activities to inform other offices, team members, and supervisors about the status and effectiveness of the administrative services provided within the Office. Assures the adequacy of records and minutes of major team and office meetings.

Program Support and Management - Maintains system to track program documentation that is in the process of approval, both within the Mission and with Philippines Government counterpart agencies. Provides guidance to locally employed support staff concerning the proper preparation of all program documentation. Ensures that all requirements and standards for program documentation have been met prior to the OH Director's clearance and/or approval. Assists in gathering and retrieving data and information that is required by both U.S. and locally employed technical staff for purposes of design or project implementation and management. Maintains liaison and coordination functions with other donors and Philippine Government counterpart agencies by serving as primary point within OH for senior level contacts, and information about organizations and individuals. Conducts end-use checks monitoring on existing projects and makes report on project compliance. Assures maintenance of administrative and project filing systems including vital records compilation and submission to USAID/Washington.

Travel - Arranges in-country and overseas travel for the Office of Health Director, staff members based in Papua New Guinea, and, other OH staff members. The task which involves preparation of Request for International Travel (RIT), Travel Authorization (TA) through an internal web-based end-to-end travel and expense management tool, coordination with the U.S. Embassy Travel Office for flight bookings, applications for visas and permits, country clearance cables, hotel and ground transportation arrangements, requisition for advance of cash and preparation of travel vouchers. Handles travel related requirements for the Office Health's visitors coming to Manila including country clearance, travel passes and permits. Coordinates with the Executive Office for hotel bookings and ground transportation. Provides training on travel to administrative staff working in the USAID office located in Papua New Guinea. Keeps abreast of U.S. Government regulations and Mission policy on travel.

To be a competitive candidate, the applicant must meet the minimum requirement of each of the **Evaluation Criteria** enumerated below:

- * **Education** (15%) Minimum educational requirement is completion of a college degree in a field related to office administration.
- * **Work Experience** (25%) Minimum of three years of progressively responsible secretarial/administrative position or office management or program support is required. At least some of this experience should have been with an international or other organization where the English language is routinely used in the workplace.
- * **Job Knowledge** (15%) Demonstrated knowledge in office management, proficiency in preparation of office correspondence (letters and memorandum) and documents (forms, reports, presentation materials, etc.), in records and file management. A thorough knowledge or the potential to quickly acquire such knowledge of USAID activities and programs, as well as the office systems and procedures.
- * **Skills and Abilities** (25%) Must have very good organizational and planning skills and the ability to multi-task. Proficiency in the use of computer applications (Microsoft Word, Excel, Outlook, Powerpoint, MS Outlook and internet operation, etc.) is required. Good interpersonal relationship skills.
- * **Communication Skills** (20%) Fluency in both the English and Filipino language is required, in order to communicate effectively with Mission staff and external contact at various levels.

Notes:

- *Substitution of work experience for the education requirement is not permitted.*
- *USAID reserves the right to reject any and all applicants.*
- *Only short-listed candidates will be notified.*
- *This position is open to Philippine local residents only.*

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 503,527.00 to Php 770,497.00.

**Application letter and comprehensive resume must be received
no later than August 12, 2016 via email at aidmnlhr@usaid.gov**